

## MEMORANDUM

October 6, 2005

TO: Employees Who File the Confidential Financial Disclosure Report (OGE 450)

FROM: Deputy Ethics Counselor

SUBJECT: Confidential Financial Disclosure Report (OGE Form 450) and Certificate of No New Interests (OGE 450-A)

The Ethics Reform Act of 1989, Executive Order 12674, and 5 C.F.R. Part 2634, Subpart I, requires individuals who are assigned to certain designated positions in the Executive Branch of the Federal Government to file an annual Confidential Financial Disclosure Report (OGE 450). Because you are assigned to a position designated for coverage by these provisions, you are required to file the enclosed OGE 450 **on or before October 31, 2005**. Requests for extensions may be considered under appropriate circumstances.

The OGE 450 form, detailed instructions, and a "Helpful Hints" document are available in multiple formats on the NIH Ethics Program web site: <http://ethics.od.nih.gov/topics/FinanDisc-Oct05.htm>

Please note that the Adobe version cannot save your completed form unless you have a complete Adobe Suite or Business Tools software, or in some cases, Acrobat Reader version 6 or higher. In addition, neither of these versions support electronic filing; you must print, sign, date, and mail your form to your IC Ethics Office as noted below.

As an alternative to filing the OGE 450, you may be eligible to file the Certificate of No New Interests, or "short form" (OGE 450-A). In order to be eligible to file the OGE 450-A instead of the OGE 450, you must examine your previously filed OGE 450 and conclude, since the period covered by your previously filed full OGE 450, that:

- (1) you and those individuals whose interests are imputed to you (spouse and/or dependent children) have no new reportable assets, income, gifts, travel reimbursements or liabilities;
- (2) you have not changed jobs at your agency (no new position description or other significant change in duties); and
- (3) you have no new reportable outside positions, agreements, or arrangements.

**You cannot use the short form unless you can certify that those conditions are met.** Even if you are eligible to use the short form, you may still file a full OGE 450 if you prefer. Please consult the instructions on the OGE 450 for guidance on what constitutes a "reportable" interest. The due date for the short form is the same as that for the OGE 450, **October 31, 2005**, and the same extension procedures apply. Keep a copy of the completed forms OGE 450 and OGE 450-A for future reference, in the event you are eligible for and wish to use the short form in subsequent years.

**Privacy Act Notice:** In addition to the statement in the report's instructions, please note the following:

- The Department maintains the option of contracting with a private firm for the purpose of collating, analyzing, aggregating, or otherwise refining records in this system. If this occurs, relevant records would be disclosed to such a contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records.
- Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

It is important that you comply fully with the reporting requirements. Any individual who fails to file a report, files such report late, or falsifies or fails to report the required information may be subject to disciplinary action (including removal from Federal Service). Pursuant to 5 CFR § 2634.605, you may be contacted for additional information if the reviewing official determines that the filed report fails to provide adequate information for a meaningful conflicts analysis. Your effort in providing detailed and complete responses at the outset will lessen the necessity for repeated follow-up contacts.

Please return the appropriate completed form (OGE 450 or OGE 450-A) in an envelope marked "CONFIDENTIAL" to your IC's Ethics Office, as indicated in your electronic mail message. Names and addresses are also available on the NIH Ethics Program web site:

<http://ethics.od.nih.gov/coord.htm>

If you have any questions, or need further information, do not hesitate to call your Deputy Ethics Counselor or Ethics Coordinator.

OGC/ED

Revised NIH/NEO; 10/5/2005; 5:18pm

450-Memo-to-Emp-9-05.wpd